



SUMMERFEST

- AT BOHRER PARK -

Lawn Party & Fireworks

Saturday, June 29, 2019

5 - 11:30 p.m.

Bohrer Park at Summit Hall Farm
506 S. Frederick Avenue, Gaithersburg, MD

VENDOR CONTACT INFORMATION

Jennie Cottrell – Jennie.Cottrell@gaithersburgmd.gov • 240-805-1507

**This application is for nonprofit organizations.
Merchant/Business/Commercial Vendors are not included in this Festival.**

VENDOR FACT SHEET

Please keep pages 1 – 3 for your reference

EVENT DESCRIPTION

The City of Gaithersburg SummerFest draws an entire community to the grounds of Bohrer Park for an evening of non-stop entertainment. This one-day event includes live music, food, craft beer, giant inflatables, captivating entertainers, giveaways, fun activity areas for all ages and interests and, of course, fireworks. The SummerGlo After-Party lights up the night until 11:30 p.m.

APPLICATION & NOTIFICATION PROCESS

Applications are **due May 27, 2019**. *All required materials must be submitted in order for an application to be considered.* Applications **postmarked after May 27 must include the \$25 LATE FEE**. **No applications will be considered after June 10.** Applicants will receive a confirmation e-mail upon receipt of application with payment. After the deadline has passed, all submissions will be reviewed and vendors will be selected and notified.

Applicants who are not accepted will receive a full refund.

Festival arrival information will be emailed to accepted vendors approximately two weeks prior to the event.

VENDOR FEES

Resident rates apply only to those individuals who reside or whose businesses are located within the corporate City tax limits of Gaithersburg. A Gaithersburg mailing address does not necessarily mean the address is within the corporate City tax limits. An online residency look-up map is available at gaithersburgmd.gov.

RAIN POLICY / CANCELLATION / REFUND

This is an indoor/outdoor rain or shine event. The City will ONLY issue refunds if the entire event is canceled due to public safety concerns. Otherwise, there will be no refunds after June 14, 2019. Refunds are subject to specific guidelines and a \$10 processing fee.

ANTI-HARASSMENT POLICY

The City of Gaithersburg is committed to providing a safe and welcoming environment for everyone, in which all individuals are accepted and are treated with respect and dignity, free from harassment of all kinds. The City expects all vendors, sponsors, volunteers and participants of any kind in City programs and special events to treat each other and the public with courtesy and respect. The City has adopted a zero-tolerance policy and will not allow any level of harassment by program participants of any type.

VENDOR FACT SHEET (cont.)

FESTIVAL REGULATIONS

- Vendors are required to arrive, set up and breakdown at the times and locations designated in the vendor load-in documents, communicated via e-mail prior to the Festival. Vendors are required to notify Festival organizers in advance if they are unable to attend the event.
- No food items or drinks may be sold by any vendor except for Festival-approved food vendors pre-authorized by the Montgomery County Health Department.
- Unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile), fireworks (including sparklers), and smoking and/or vaping are prohibited on Festival grounds.
- City staff members reserve the right to have vendors remove unacceptable or inappropriate items, and to relocate or remove any vendor who does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival. Disruption is defined as disturbing other vendors, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
- City staff members reserve the right to deem ineligible for participation in future events any vendor who does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival.

ACTIVITY PROVIDED BY NONPROFIT ORGANIZATIONS

Accepted nonprofit organizations will be required to offer and run a fun, free, family-oriented activity from their booth during the Festival hours before the fireworks, and should expect to bring a suitable number of volunteers or staff to run both the booth and the activity. The proposed activity must be approved by the Festival Planning Committee in advance. Suggestions for activities will be provided upon request.

ARRIVAL / PARKING / BREAK DOWN

Instructions, passes and directions will be e-mailed approximately two weeks before the Festival. **Only one vehicle per vendor will receive a pass to enter the Festival area to unload.** Additional passes can be acquired upon request. Vendors must unload quickly, move vehicle to assigned parking, and then return to set up. Parking may not be within sight of booth locations. Booths must be dismantled promptly at 9 p.m., and not before. Event staff are not available to assist with set-up or break-down of booth space. **Vendor vehicles will not be allowed to re-enter the Festival area until the police have deemed it safe to do so.**

VENDOR SPACE

A single vendor space is 10'x10'; additional space can be arranged if needed for the provided activity. **Vendors must provide a canopy, tables and chairs.** Vendors must provide and be responsible for their own tablecloth, displays, decorations, and staff. Vendor equipment and materials must remain within assigned space, and may not obstruct the view of, block, or interfere with neighboring exhibits.

TRASH / ELECTRICITY / WATER

No electricity or water is available. Vendors are responsible for their own trash removal and wastewater disposal. Use of a generator, if permitted in your area, must be approved by Festival Planning Committee in advance. Vendors using generators are required to bring barricades, cones, caution tape or rope to block them off for safety. **Vendors who do not adhere to this regulation will be subject to a fine and may be prohibited from future participation.**

SALES TAX

The names of vendors who have been approved to sell items will be submitted to the Maryland State Comptroller's Office; if you do not have one, a temporary Tax ID # will be automatically assigned if you are required to file sales taxes.

PHOTOS

Photographs submitted with application may be used to promote the festival. Also, please note that photographs taken during the event may be used by the City of Gaithersburg for promotional purposes.

CITY RESOLUTION # R-73-05

RESOLUTION OF THE MAYOR AND CITY COUNCIL AMENDING R-30-92, THE POLICY SETTING FORTH STANDARDS FOR EXHIBITORS, VENDORS, ENTERTAINERS, AND SOLICITORS AT CITY-SPONSORED EVENTS

WHEREAS, the City of Gaithersburg sponsors a myriad of special programs, festivals, and events throughout the year which are well attended by citizens of all ages;

and

WHEREAS, exhibitors, vendors, entertainers and solicitors are invited to participate in these community functions;

and

WHEREAS, these events are held on public property and /or within and along public ways necessitating the closing of streets and specific areas to ensure that all events will be carried out in a manner which protects the public health, safety and welfare of visitors thereto;

and

WHEREAS, the City of Gaithersburg established a standardized policy, as directed by Resolution No. R-30-92, for exhibitors, vendors, entertainers and solicitors to participate on the premises of City-sponsored events;

and

WHEREAS, the standardized policy was established to ensure peaceful assembly, to protect persons and property, to exercise efficient control of crowds and to offer equitable and uniform treatment of exhibitors, vendors, entertainers and solicitors;

and

WHEREAS, the Mayor and City Council have determined that it is in the best interest of the community that amendments to the policy be made from time to time in order to improve the quality of the City's special programs, festivals and events: NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that amendments be made to Resolution No. R- 30 -02, establishing a standardized policy for each exhibitor, vendor, entertainer and solicitor, participating in a City-sponsored event be and they hereby are as follows:

1. The City will not permit any person or organization to solicit and /or distribute information or goods or offer food, goods or services for sale or entertain within any public right-of-way or public property associated with a City-sponsored event unless a completed application to participate in the specific event has been filed with the City of Gaithersburg and approved by the City Manager or his designee.
2. The City will accept applications prior to the application deadline and reserves the right to reject any application which is incomplete or where the applicant's proposed activity during the event will disrupt other exhibitors or the peaceful assembly of attendees or damage or injure persons or property, or interfere with the planned special events, or is rejected for failure to meet stated selection criteria.
3. The City reserves the right to establish and enforce written rules and regulations as to other criteria which City staff deems pertinent to carry out a special public event or exhibit, provided such rules, regulations and criteria are approved by the City Manager or his designee.
4. The City shall have the right to remove any exhibitor or exhibit or other participant from the event limits who does not comply with the aforementioned requirements or the terms set forth in the approved application.
5. If the City determines to remove an exhibitor or other participant from the event limits pursuant to its authority under paragraph 4 of this Resolution, notification will be made in person by a City staff member. If exhibitor or other participant disregards the staff member's request to leave the event, law enforcement will be contacted to remove the exhibitor or participant. It shall be unlawful for any person participating in a City event to fail to obey a law enforcement request to leave the event area. The area reserved for a City event will be clearly defined and available upon request at the time an exhibitor or participant is requested to leave the event.

ADOPTED by the City Council on the 1st day of August, 2005.

SIDNEY A. KATZ, MAYOR and President of the Council

DAVID B. HUMPTON, CITY MANAGER



2019 NONPROFIT VENDOR APPLICATION
PLEASE SEND IN THIS PORTION (Pgs. 4-5) WITH PAYMENT
APPLICATION DEADLINE: May 27, 2019

Application must be complete and include all requested attachments and payment in order to be processed. Incomplete applications will not be considered. **Please include pictures of any items you are planning to sell or distribute.*

PROVIDED: 10' X 10' space only, unless additional space has been requested for the proposed activity.
Vendor must bring own canopy, tables and chairs, and activity supplies.

NONPROFIT ORGANIZATION ACTIVITY

Please describe the activity your organization will be providing. Include the approximate space requirements for this activity.

You will receive notice if your activity is approved upon acceptance of your application.

ALL APPLICANTS

Will you or your organization be distributing handouts? Yes__ No__ (If yes, include samples with application)

Will your organization be selling anything? Yes__ No__ If yes, what? _____

ALL APPLICANTS

I certify that I have read and fully understand the *SummerFest* Vendor Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for *SummerFest* will be carried out in conformance with this application.

I further understand that if I intend to sell goods at the Festival, **I will be required to charge 6% sales tax and, if necessary, I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office.**

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (page 3), any amendments thereto, the Festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of *SummerFest*.

By participating in this City of Gaithersburg Festival I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in *SummerFest* by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

By signing this application, I authorize my payment to be processed upon receipt.

I understand that if I am not accepted into the festival, a full refund will be issued.

Signature_____ Date_____

Accessibility Accommodations

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act and other applicable law. Your request for accommodations will in no way affect your acceptance status. Please describe any specific accommodations you are requesting based on physical, psychiatric, behavioral or other concerns. All requests for accommodations must be made by June 14, 2019 to allow the City sufficient time to consider the request.



PLEASE COMPLETE THIS PAGE

Business Name: _____ Contact Name: _____

Address: _____ City: _____

State: _____ Zip: _____ E-Mail (required): _____

Day Phone (required): _____ Cell Phone: _____

Website/Social Media URL: _____

Only organizations located within the incorporated city limits of Gaithersburg will be eligible for the resident rate.
A residency look-up map is available at <https://maps.gaithersburgmd.gov/addressParcelInfo/>.

RESIDENT - \$40 NONRESIDENT - \$65 _____ # of 10'x10' spaces desired

All payments will be processed at the time of the application.

If e-mailing the application, please do not write in a credit card number. Instead, print and sign name, e-mail the application, and call Jennie Cottrell at 240-805-1507 with a credit card number.

APPLICATIONS POSTMARKED OR E-MAILED AFTER MAY 27 MUST INCLUDE THE LATE FEE TO BE PROCESSED.

Make checks payable to City of Gaithersburg

of spaces: _____ x Vendor Fee: _____ + \$25 Late Fee after May 27 = Total Paid: _____

☐ CASH ☐ CHECK # _____

☐ CREDIT: Circle one: VISA/MC/DISC/AMEX # _____ Exp. ____ / ____

Signature (required for Credit Card): _____

Print Name (required for Credit Card): _____

*Late fee required for applications postmarked after May 27. No application will be accepted after June 10.
No refunds will be made after June 14, 2019. Refunds are subject to City guidelines and a \$10 processing fee.*

SEND COMPLETED APPLICATION, PAYMENT, AND ALL REQUIRED MATERIALS TO:

E-MAIL:

Jennie Cottrell

Jennie.Cottrell@gaithersburgmd.gov

MAIL:

SUMMERFEST Vendor
506 S. Frederick Avenue
Gaithersburg, MD 20877

FOR OFFICE USE ONLY

SUMMERFEST NONPROFIT VENDOR

- ☐ \$40 CITY RESIDENT
☐ \$65 NONRESIDENT
☐ \$25 LATE FEE

Date Rec: _____
Initials: _____
Date Proc: _____
Initials: _____
of Spaces: _____
Conf. Sent: _____
A/R Sent: _____